

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, November 15, 2010

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

City Clerk Carol Bonner swore in re-appointed Personnel Board Member Ed Comerford.

ROLL CALL

Present: Ed Fuentes, Ed Comerford, and Joe Roberts

Absent: Anna Marie Jones

Personnel Board Liaison: Mayor Jim Ruane

City Staff: Human Resources Director Tami Yuki and Public Services Director Klara Fabry.

Mayor Ruane stated that at the City Council did not appoint anyone to the Personnel Board at the last City Council Meeting. The City Council wanted to go out again and solicit more applications as some of the applications have been on file for a long time. Mayor Ruane thanked the Board for their work and then left the meeting.

APPROVAL OF MINUTES

Personnel Board Member Comerford asked about the Professional Engineer Registration for the Associate Civil Engineer job description that was approved at the October 18, 2010 Personnel Board Meeting. PB Member Comerford said that both the City Engineer and the Principal Engineer need to have registration as a Civil Engineer and said that the Associate Civil Engineer needed to have the same civil engineer registration for consistency. Public Services Director Fabry stated that she would like to leave the registration open and not be specific in civil engineering to have greater flexibility for a broader applicant pool. There were no additional changes made to the Associate Civil Engineer job description from the October 18 meeting.

Personnel Board Member Comerford made a motion to approve the minutes. Personnel Board Member Roberts seconded the motion.

PUBLIC COMMENTS

Doris Maez, recently resigned from the Traffic Safety & Parking Committee, and was interested in attending a Personnel Board Meeting. Ms. Maez stated that she has a water quality background and after listening to the discussion of designating a certain registration for the Associate Civil Engineer she stated that as a manager, she always wanted flexibility in choosing a candidate for a position.

CONDUCT OF BUSINESS

Personnel Board Chair Fuentes suggested that the Board review the lower level positions before reviewing the Deputy Director position.

Public Works Maintenance Worker

Page 1, under "Supervision Received" for Public Services Maintenance Worker, delete the "Maintenance Services Manager and Field Supervisor" in brackets, and replace with, "Receives immediate supervision from higher level staff such as Maintenance Services Manager progressing to general supervision over time with training and demonstrate work performance."

For Public Services Maintenance Worker II, delete "Technical or functional supervision may be provided by a Field Supervisor and/or Maintenance Services Manager." Add "such as Maintenance Services Manager" after "higher level staff."

Page 1, under "Supervision Exercised" replace "supervision" with "direction".

Page 2, under “Distinguishing Characteristics”, replace “11” with “II”. Also replace, “Participates in cross training as directed by Field Supervisor and/or Maintenance Services Manager” with “Participates in cross training as directed by Maintenance Services Manager or higher level staff.”

Page 3, under “Essential Duties and Responsibilities” add “Performs other duties as assigned.”

Page 3, under “Knowledge of”, add “Some knowledge of heavy” before “equipment...”

Page 4, under “Education and Experience” for Public Services Maintenance Worker I, delete “and”, and place a “.” after “equivalent.” For Public Services Maintenance Worker II, delete “,” after “equivalent.”

Page 5, under “Special Requirements”, replace certification language with “Certifications as listed below are required for the Public Services Maintenance Worker II for each division:”

Page 5, under “Tools and Equipment Used”, delete extra “,” after “pumps.”

Page 6, under “Work Environment”, delete second “proper” in “Proper use of proper personal protection equipment, as required.” Also include “or in emergency situations” after “weekend hours”.

Lead Maintenance Worker

Page 1, under “Definition”, delete “Exercises direct supervision over crews engaged in service, maintenance, and repair.”

Page 1, under “Supervision Received” replace “the Filed Supervisor” with “higher level staff such as Services Manager.”

Page 1, under “Supervision Exercised” delete “The Lead Maintenance Worker is a working supervisor position.” Replace “direct supervision over” with “direction and oversight of”. This position does not have real supervision responsibility over assigned employees, but oversees their work, therefore, all references of “supervision” are being removed.

Page 1, under “Distinguishing Characteristics”, replace “to supervise” with “to oversee”. Delete “however, also”.

Page 1, under “Essential Duties and Responsibilities”, replace “supervises” with “oversees”. Add “Performs all duties and ensures conformance to appropriate safety and security standards.”

Page 4, under “Ability to” delete “use” and “methodology” in “use lead by example methodology”; also delete, “estimate, direct, coordinate, and schedule and review the work of others.”

Page 4, under “Special Requirements” for the Wastewater Collections, add “within probationary period” after the Grade II Wastewater Collection Maintenance Certificate certification. For the Streets and Stormwater Operations Division, Water Supply and Distribution Division, and Wastewater Collections Division, add “Possession of a Shoring Competent Person Certification within probationary period”. Also add for the Wastewater Collections Division, “Possession of a Work Zone Safety Certification, and Possession of a Confined Space Competent Person Certification within probationary period.”

Page 5, under “Work Environment” add “Proper use of proper personal protection equipment, as required.” Also include “or in emergency situations” after “weekend hours”.

Personnel Board Chair Fuentes suggested that we do not approve these job descriptions until we go through the rest of the job descriptions at the next meeting.

B. Recruitment

- a. **City Engineer/Deputy Director of Public Services** – The recruitment will close on Nov. 22.
- b. **City Attorney** – Interviews were completed on Nov. 12.
- c. **Public Safety Dispatcher** – The oral board is scheduled for November 16 with 15 candidates.

Board Members Comments

Personnel Board Member Comerford asked about the Personnel Board presentation to the City Council. Human Resources Director Yuki stated the presentation will be in January.

Human Resources Director Yuki stated that the next scheduled Personnel Board Meeting is scheduled for December 20, 2010. However, there may be a scheduling conflict with that date so Director Yuki will email the Board with the date for the next meeting in December.

ADJOURNMENT

The meeting adjourned at 7:40 p.m.